

## King County Combined Fund Drive Steering Committee Agenda

University of Washington  
UW Tower 4333 Brooklyn Ave NE, Seattle WA 98195  
Tuesday, September, 2 2014 Fremont Conference Room – T 22  
9:00 a.m. – 10:30 a.m.

**In Attendance:** Miriam Castro (UWCFD), Kerri Everly (UWCFD), Brianne Kegley (Committee Chair, UW Patient Financial Services), Curtis Bronson (WSDOT, Alaskan Way Viaduct Replacement Program), Alex Stone (Summit Assistance Dogs), Philip Kerrigan (CFD State Office), and Virginia Daugherty (ArtsFund) via teleconference.

**Welcome New Members:** The committee welcomed the UW's new campaign assistant team. Welcome Harmony Jovet, Paula Rhyne, Grace Harrison and Kearby Chess!

### **Action Items:**

Brianne has asked that everyone on our committee procure at least one item for use during the King Co. campaign, either for contests or at the silent auction.

We have a few more spots to fill for the upcoming charity fairs. Annya sent out an email requesting volunteers to staff the fairs. Brianne will send a follow up email to remind committee.

### **Action Items Completed (prior month):**

Annya will email the committee for volunteers to staff our CFD tables at the upcoming kick off expos.

Miriam will put the box of supplies together for the event which will include: table cloth, sign-in sheet, State CFD popup banner and a few marketing materials as well as the t-shirts.

Philip will get us three sets of movie tickets to use as door prizes for our attendees.

Philip can assist in procuring a large door prize for the UWCFD Kickoff. He may be able to get Sounders tickets and a hotel stay. Kerri will follow-up with him for details.

### **Subcommittee Updates:**

*Training Committee:* A big thank you to all of the committee members that were involved in this year's training, we received positive feedback from our King and Snohomish County coordinators. We trained a total of 37 coordinators and had 47 RSVPs. (DSHS - Kent, 14, DSHS - Downtown 14, Bothell 6 and Snohomish County 9.) Kerri and Miriam still have the UW focused trainings to deliver and will report back on the feedback at the next meeting.

We will need to find a new location for our downtown training. This year was extremely difficult with the new security measures and access to technology. We cancelled our afternoon session at our Bothell location due to low attendance. We also did not have our materials at our trainings as requested due to printer issues at the state office. Miriam emailed each group the supplied ordering link. Philip says that he will push the printing deadline up even more for next year's materials.

**Campaign Kickoff Committee:** We have a few more spots to fill for the upcoming charity fairs. Annya sent out an email requesting volunteers to staff the fairs. Brianne will send a follow up email to remind committee.

We discussed having a small treat for our guests. We will get small candy bars and affix a CFD label with a fun message to our guests.

Miriam and Philip will drop off materials to the first location.

**Recognition event subcommittee:** Kerri has made the down payment for catering for our event on February 10! Brianne will follow up with Annya on the Polaroid idea, otherwise, the committee suggests buying a color printer to use at the event. Curtis will bring some props to use for the photo booth. Curtis announced that he will also be a pirate at the Masquerade Ball in Olympia in the Fall.

**Campaign Shirts:** T-shirts are here! We will bring them shirts to the October meeting for our committee members that were not able to make this month's meeting. Our sponsor, Celerity Consulting Group has covered \$500 of the cost of the shirts.

**Procurement:** Brianne asked our committee to please procure at least one item for use during the campaign. Our campaign uses these donations for the charity fairs and for various coordinator contests during the campaign. Please bring to the October meeting. Brianne will also follow-up with our committee via email as well.

**Budget:** The down payment to the caterer for the appreciation event is now reflected in the budget.

### **State Report:**

*Marketing Report:* Materials are being shipped out to coordinators on a weekly basis. The smaller posters are really popular and have run out! Philip will send another job to the printer for a 2<sup>nd</sup> printing

*Volunteer & Outreach:* Philip reports that their office is 2/3 of the way done with training coordinators.

*Development Report:* Working on sponsorship packages with WASECU, UWMC and Twin Star for 2015

*Overall Campaign News:* Jeannie Lenz from the Employment Security Division is planning a small softball tournament on Saturday September 6. There are four teams involved. The event will start around 9:00 a.m., there will be lunch and a raffle fundraiser.

Received a few set of tickets to the Seahawks games and are currently auctioning them off online as a fundraiser. Currently, the fundraiser has raised \$2200 for the general fund.

**Next Meeting:** October 7, 2014 Fremont Conference Room – T 22